

**FREEDOM OF INFORMATION ACT (FOIA) ANNUAL REPORT
USCG UNIT REPORT FOR FISCAL YEAR _____**

I. USCG Unit Information.

Name, address, and telephone number of USCG unit:

Name, telephone number, and e-mail address of unit's FOIA Officer/Coordinator:

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II. FOIA Requests Received.

1. Number of requests received during current fiscal year: _____

2. Number of requests responded to "in full": _____
"In full" means that the requester received everything they asked for.

3. Number of requests forwarded to MLCLANT for withholding some or all of the requested information: _____

4. Number of requests responded to in other ways:

a.	Informed requester that no records exist	
b.	Referred requester to another federal or state agency	
c.	Requester withdrew their request	
d.	Other ways handled (please describe)	

5. Number of requests still processing at the end of the fiscal year: _____

III. Processing Times for Requests.

1. Median number of days to process FOIA requests: _____
"Median" number is the middle number not the average number. For example, if you had 3 FOIA requests that took 3, 5, and 13 days to process, the median number is 5, not the average, which is 7.

2. If you are using “multi-track processing” of your FOIA requests, provide the information requested below. “Multi-track processing” is a system that allows you to separate “simple” FOIA requests from “complex” FOIA requests. “Simple” requests would be those that involve minimal search and review of few records; whereas “complex” requests would involve extensive search and review of many records. See Section 5.B.4. of COMDTINST M5260.3.

- a. Number of simple requests processed: _____
- b. Median number of days to process simple requests: _____
- c. Number of complex requests processed: _____
- d. Median number of days to process complex requests: _____

3. If you have provided “expedited” processing for any of your FOIA requests, provide the information requested below. “Expedited” processing is when you process a FOIA request ahead of others because the requester has shown an exceptional need or urgency for the requested information. See Section 5.B.3. of COMDTINST M5260.3.

- a. Number of requests provided expedited processing: _____
- b. Median number of days to process expedited requests: _____

4. Median number of days of requests still processing at the end of the fiscal year: _____

IV. FOIA Staffing and Fees Collected.

1. Staffing personnel:

- 1. Number of personnel designated “full-time” FOIA duties: _____
- 2. Number of personnel with “part-time” or occasional FOIA duties: _____
- 3. Total number of personnel: _____

2. Total amount of fees collected by unit for processing requests: _____

3. Statement of additional resources needed, if any, for FOIA compliance:
